



English Learner (EL) Monitoring Procedures

The purpose of this document is to provide procedural information regarding English Learner (EL) monitoring. These procedures cover:

- [School Responsibilities](#)
 - [EL Coordinator](#)
 - [Records](#)
 - [Curriculum and Instruction](#)
- [LEA Responsibilities](#)
 - [EL Monitoring](#)
- [Forms and Appendices](#)

School Responsibilities

EL Coordinator. Each authorized charter school shall have one (1) EL Coordinator (“Coordinator”), at minimum. The Coordinator will serve as the contact between the State and the school.

Records. EL records, including any evaluation data, shall be kept in a separate EL folder as part of the student’s cumulative folder, or in any other location determined to be appropriate by the State Board or school. Documentation shall be translated into the appropriate language, as necessary.

Each school shall maintain the following documentation for any student identified as an English Learner:

- (1) Intake Data
 - (a) Date the student arrived in a U.S. School
 - (b) First language spoken by student
 - (c) Any available documents (e.g., birth certificate, I-94, other immigration documents, etc.)
- (2) Home Language Survey
 - (a) This document is administered once in each student’s educational career. It shall be administered at the time of enrollment to gather information about a student’s language background and to identify students whose primary or home language is a language other than English. Please see the State Board’s [Student Enrollment-Standard Operating Procedures](#) for specific requirements regarding the Home Language Survey.
- (3) English Language Proficiency (ELP) assessment (Initial)
 - (a) In order to monitor the progress of all EL students to ensure they achieve English language proficiency and acquire content knowledge within a reasonable period of time, schools must annually administer a valid and reliable ELP assessment in reading, writing, listening, and speaking that is aligned to state ELP standards.
 - (b) The World Class Instructional Design and Assessment (WIDA) Access Placement Test (W-APT) may be used as an ELP assessment.
 - (i) The W-APT must be administered by a certified ESL teacher who has been trained to administer the assessment within the past calendar year.
 - (ii) If a student receives a score below 3.5 on the W-APT, a minimum of one (1) hour of direct ESL service should be provided daily, by an ESL-endorsed teacher.

- (4) ELP assessment (most recent)
 - (a) ELP assessments must be administered annually and dated within the past calendar year.
- (5) Service Plan (if necessary)
 - (a) Each EL student's plan must detail strategies and accommodations to be implemented in the classroom on a daily basis.
- (6) Parental Notifications
 - (a) Charter schools shall notify parent(s)/guardian(s) of a student's eligibility for ESL services after the initial assessment and subsequently on an annual basis. Notifications must include all information outlined in the State Board's [Student Enrollment-Standard Operating Procedures](#).

Curriculum and Instruction. Each authorized charter school must provide the following:

- (1) EL and content classrooms that utilize WIDA standards;
- (2) Training on WIDA standards for ESL teachers;
- (3) Annual training for subject area and regular education classroom teachers on appropriate accommodations and modifications for ELs; and
- (4) Appropriate EL teacher / EL student ratio (35 identified EL students per full-time ESL endorsed teacher).

LEA Responsibilities

EL Monitoring. The State Board shall monitor compliance annually through an audit of randomly selected student files to ensure schools maintain the proper documentation. The State Board shall utilize the [EL Monitoring Checklist](#) contained within these operating procedures to ensure all documents and signatures are accounted for. If proper documentation is not maintained, the State Board shall notify the appropriate parties utilizing the [Missing EL Documentation Memo](#).



Forms and Appendices

The following forms and appendices are included to supplement these procedures:

- [EL Monitoring Checklist](#) – *required*
- [Missing EL Documentation Memo](#) – *required, if applicable*



EL Monitoring Checklist

Student: _____

Date: _____

Monitor Initials: _____

Required EL Documents	Check if fulfilled
Intake Data	
Home Language Survey	
English Language Proficiency (ELP) assessment (initial)	
English Language Proficiency (ELP) assessment (most recent)	
Service Plan (if necessary)	
Parental Notifications	



Missing EL Documentation Memo

To:

From:

Date:

Re: Special Education EL Monitoring – Missing Documentation

Missing EL Documentation

This memo is to make notice of missing documents in (student name) 's EL file. The State Board completed compliance monitoring of these files on (date) and found that the following files are missing ☐ online ☐ on-site: (file name) .

Please add these documents to the student's file by (date) .

If you have questions, please contact the State Board.